



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #18/05**

May 13, 2005

TO: Agency Personnel Liaisons  
Agency Personnel Representatives  
Payroll Clerks

FROM: Kim Foster, Chief of Administrative Services  
Department of Personnel

SUBJECT: Employee Work Cycle Codes

A handwritten signature in blue ink, appearing to read "Kim Foster", is written over the "FROM:" line.

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It has been brought to our attention that there are some inconsistencies between *Work Cycle* codes and the definitions provided in regulation regarding employee workweeks. The regulations contain three options for workweeks, as listed below:

**NAC 284.100 "Standard workweek" defined. (NRS 284.065)** "Standard workweek" means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is Monday through Friday.

**NAC 284.072 "Nonstandard workweek" defined. (NRS 284.065)** "Nonstandard workweek" means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is other than Monday through Friday.

**NAC 284.067 "Innovative workweek" defined. (NRS 284.065)** "Innovative workweek" means a work schedule that differs from a standard or nonstandard workweek.

Currently, the inconsistency is inherent in the *Work Cycle* codes. As a result, these codes have been revised. Attached is an updated list of the new work cycle codes to be used from this date forward. Please note that Work Cycle Code "V" – Variable Work Cycle, no longer stands alone as a separate code. It is now used in conjunction with all other codes.

The *variable workday* is not a workweek option. It is an agreement between the employee and the appointing authority to adjust hours within their workweek. If the employee chooses to complete and sign the form entitled "Request For Variable Workday Schedule," TS-78 (40 hrs in a week) or TS-78A (80-hr work schedule, only for law enforcement and fire protection), they are agreeing that they have the flexibility to adjust their schedule to work more than 8 hours in a day without receiving overtime provided they do not exceed 40 hours in a week or 80 hours in a biweekly pay period.

The *Work Cycle* codes are used by the ADVANTAGE-HR system for numerous calculations. These codes must match the employee's actual workweek (days worked/days off) to prevent possible payroll overpayments/underpayments. Therefore, it is important that each employee's work cycle code is reviewed and changes made accordingly.

Your Personnel Representatives and Liaisons are being provided a report from the ADVANTAGE-HR system via e-mail from Cynthia Martinez, (during the week of May 16<sup>th</sup>) listing the *Work Cycle* codes for each employee in your agency. Each agency is required to review the report and submit an ESMT-A on each employee who will require a change. Keep in mind; any employee with a current code of "V" for variable will need to be changed. Additionally, if an employee is currently not on a variable workday schedule and the employee's *Work Cycle* code is being changed to indicate a variable workday schedule, a TS-78 or TS-78A - "Request for Variable Workday Schedule" form along with an ESMT-A must be completed. This would be the only instance that a new form would be required with an ESMT-A. These forms have been revised (replacing social security number with internal id number) and can be downloaded and printed from the Department of Personnel's website at <http://www.dop.nv.gov>.

The ESMTs and the "Request for Variable Workday Schedule" forms (if needed) are to be completed, entered into ADVANTAGE-HR and submitted to the Department of Personnel, Records Section, by **June 17, 2005**. We are aware that the current ESMT-A has only a two-character space area on the form. However, there is enough space in the box provided to write the new three-digit code and enough character spacing to enter the three-digit code in the ADVANTAGE-HR system. Additionally, the *Effective Date* on the ESMT must be the first day of one of the pay periods between now and June 17, 2005 depending on the pay period in which you process. These dates are as follows:

Central Payroll Agencies

Pay Period 25 – May 09, 2005

Pay Period 26 – May 23, 2005

Pay Period 01 – June 06, 2005

Department of Transportation

Pay Period 25 – May 16, 2005

Pay Period 26 – May 30, 2005

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Reminder: When entering a work cycle change in ADVANTAGE-HR, you will need to key in the ESMT window and the AGYD window with the code of AGCHG.

If you have any questions regarding this process, please do not hesitate to contact Cynthia Martinez, Records Manager, at 775-687-4184 or [cmartinez@dop.nv.gov](mailto:cmartinez@dop.nv.gov), or your Central Records Personnel Representative below:

Kathy Brockway	775-687-3707	<a href="mailto:kbrockway@dop.nv.gov">kbrockway@dop.nv.gov</a>
Irene Davis	775-687-3705	<a href="mailto:idavis@dop.nv.gov">idavis@dop.nv.gov</a>
Tamara Holbrook	775-684-8047	<a href="mailto:tholbrook@dop.nv.gov">tholbrook@dop.nv.gov</a>

KF:sq

Attachment

## Work Cycle

<b>CODES</b>	<b>DESCRIPTION</b>	<b>WHEN USED</b>
N1	Non-Standard Work Cycle 1	This code is used when an employee does not have two consecutive regular scheduled days off.
N1V	Non-Standard Work Cycle 1 Variable	This code is use when an employee does not have two consecutive regular scheduled days off with a variable workday agreement on file.
N2	Non-Standard Work Cycle 2/ Monday/Tuesday - RDO	This code is used when an employee has a work schedule where Monday and Tuesday are his regular days off.
N2V	Non-Standard Work Cycle 2/ Monday/Tuesday – RDO Variable	This code is used when an employee has a work schedule where Monday and Tuesday are his regular days off with a variable workday agreement on file.
N3	Non-Standard Work Cycle 3/ Tuesday/Wednesday - RDO	This code is used when an employee has a work schedule where Tuesday and Wednesday are his regular days off.
N3V	Non-Standard Work Cycle 3/ Tuesday/Wednesday – RDO Variable	This code is used when an employee has a work schedule where Tuesday and Wednesday are his regular days off with a variable workday agreement on file.
N4	Non-Standard Work Cycle 4/ Wednesday/Thursday - RDO	This code is used when an employee has a work schedule where Wednesday and Thursday are his regular days off.
N4V	Non-Standard Work Cycle 4/ Wednesday/Thursday – RDO Variable	This code is used when an employee has a work schedule where Wednesday and Thursday are his regular days off with a variable workday agreement on file.
N5	Non-Standard Work Cycle 5/ Thursday/Friday - RDO	This code is used when an employee has a work schedule where Thursday and Friday are his regular days off.
N5V	Non-Standard Work Cycle 5/ Thursday/Friday – RDO Variable	This code is used when an employee has a work schedule where Thursday and Friday are his regular days off with a variable workday agreement on file.
N6	Non-Standard Work Cycle 6/ Friday/Saturday - RDO	This code is used when an employee has a work schedule where Friday and Saturday are his regular days off.
N6V	Non-Standard Work Cycle 6/ Friday/Saturday – RDO Variable	This code is used when an employee has a work schedule where Friday and Saturday are his regular days off with a variable workday agreement of file.
N7	Non-Standard Work cycle 7/ Sunday/Monday - RDO	This code is used when an employee has a work schedule where Sunday and Monday are his regular days off.
N7V	Non-Standard Work cycle 7/ Sunday/Monday – RDO Variable	This code is used when an employee has a work schedule where Sunday and Monday are his regular days off with a variable workday agreement on file.
S	Standard Work Cycle/ Saturday/Sunday - RDO	This code is used when an employee has a work schedule where Saturday and Sunday are his regular days off.

<b>CODES</b>	<b>DESCRIPTION</b>	<b>WHEN USED</b>
SV	Standard Work Cycle/ Saturday/Sunday – RDO Variable	This code is used when an employee has a work schedule where Saturday and Sunday are his regular days off with a variable workday agreement on file.
I	Innovative Work Cycle	This code is used when employees work schedule differs from a standard or non-standard work schedule.
IV	Innovative Work Cycle – Variable	This code is used when employees work schedule differs from a standard or non-standard work schedule with a variable workday agreement on file.
D	Daily Work Cycle	This code is used for elected officials who are paid a daily rate.